

CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, May 2, 2011
7:30 p.m.

- | | | |
|-----|-----------------------------------|--|
| 1. | CALL TO ORDER | |
| 2. | ROLL CALL | |
| 3. | PLEDGE OF ALLEGIANCE | |
| 4. | RECOGNITION OF COMMISSION MEMBERS | |
| 5. | ACCEPTANCE OF AGENDA | |
| 6. | PRESENTATION | A. Tree City USA Flag |
| 7. | MINUTES | A. Council 04/18/11
B. Committee-of-the-Whole/Closed Executive Session 04/18/11 and 03/28/11
C. Historical Commission 03/10/11
D. Planning Commission 03/22/11 |
| 8. | COMMUNICATIONS | A. Unpaid Invoices
1. Memo 04/27/11 - Treasurer/Comptroller
2. Outstanding Invoices (Grass Cutting, Cross Connection, Water Line Repair)

B. Proposed FY 2011/12 Budget
1. Proposed Notice of Public Hearing |
| 9. | BIDS / PROPOSALS/
CONTRACTS | A. Contract Modification: DWRP Automated Water Meter Reading System
1. Memo 04/15/11 – Director of Public Works

B. Budget Amendment: Vehicle Maintenance Account
1. Memo 04/12/11 – Director of Public Works

C. Budget Amendment: Lake Front Park Litigation
1. Letter 04/28/11 – City Attorney |
| 10. | CLAIMS/
ACCOUNTS | A. Property Tax Appeal
1. Clark Hill 04/21/11

B. City Attorney
1. Don R. Berschback 04/27/11
2. Charles T. Berschback 04/27/11 |
| 11. | NEW BUSINESS | |
| 12. | ADJOURNMENT | |

Lisa Kay Hathaway, MMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.



Arbor Day Foundation



April 5, 2011

The Honorable Robert Novitke
200025 Mack Plaza Drive
Grosse Pointe Woods, MI 48236

Dear Mayor Novitke,

The Arbor Day Foundation congratulates Grosse Pointe Woods on being named a Tree City USA® community for 2010. Residents of Grosse Pointe Woods should take pride in the fact that they live in a community where planting and nurturing trees is a priority.

You already know that trees are a vital component of the infrastructure in cities and towns, providing environmental and health benefits for your citizens. In fact, trees are a rare component of a community's infrastructure in that they actually increase in value and service over time from a modest investment.

Enclosed is a press release for your convenience as you prepare to contact your local media to share this commendable achievement with the public. We hope you are excited to share the significance of this accomplishment. If you wish to receive this press release in electronic form, please email Mark Derowitsch, Public Relations Manager of the Foundation, at mderowitsch@arborday.org. We will send it to you within one business day.

The Tree City USA program is sponsored in cooperation with the National Association of State Foresters and the USDA Forest Service. Today, more than 3,400 cities and towns have been recognized as a Tree City USA community. State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward your awards to Kevin Sayers in your state forester's office. They will be coordinating the presentation with you. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your diligence in improving the quality of life for the citizens of Grosse Pointe Woods and thank you for creating a healthier, more sustainable world for us all.

Best regards


John Rosenow
Chief Executive

cc: Joseph Shock

Enclosure

For more information,
contact Mark Derowitsch,
Public Relations Manager, at
mderowitsch@arborday.org
or call 888-448-7337.



FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Grosse Pointe Woods Tree City USA® Community

Grosse Pointe Woods, MI, was recognized by the nonprofit Arbor Day Foundation as a Tree City USA community for its commitment to urban forestry.

Grosse Pointe Woods has earned this national designation for 33 years.

The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service.

Grosse Pointe Woods has met the four standards to become a Tree City USA community. Tree City USA communities must have a tree board or department, a tree-care ordinance, a comprehensive community forestry program, and an Arbor Day observance and proclamation.

"We commend Grosse Pointe Woods's elected officials, volunteers and its citizens for providing vital care for its urban forest," said John Rosenow, chief executive and founder of the Arbor Day Foundation. "Trees provide numerous environmental, economical and health benefits to millions of people each day, and we applaud communities that make planting and caring for trees a top priority."

Communities that earn Tree City USA recognition not only have taken the time to meet the four standards, they know that trees:

- Promote healthier communities by filtering the air we breathe by removing dust and other particles.
- Moderate climate, conserve water and provide vital habitat for wildlife.
- Reduce the heat island effect in urban areas caused by pavement and buildings.
- Increase property values and reduce energy use and add beauty to our homes and neighborhoods.

More information about Tree City USA can be found at www.arborday.org/TreeCityUSA.

About the Arbor Day Foundation

The Arbor Day Foundation is a nonprofit, environmental and education organization of more than one million members, with a mission to inspire people to plant, nurture, and celebrate trees. More information on the Foundation and its programs can be found at www.arborday.org.

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 18, 2011, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:42 p.m. by Mayor Novitke.

Roll Call: Mayor Novitke
Council members: Bryant, Granger, Howle, McConaghy, Sucher
Absent: Ketels

Also Present: City Administrator Fincham
City Attorney Berschback
Treasurer/Comptroller Irby
City Clerk Hathaway
Building Inspector Tutag

Council, Administration, and the audience Pledged Allegiance to the Flag.

Motion by Bryant, seconded by Granger, that Council Member Ketels be excused from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

The following Commission members were in attendance:

Ross Richardson, Planning Commission
Richard Shetler Jr., Senior Citizens Commission
Erin Rozycki, Beautification Commission

Motion by Granger, seconded by Howle, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Howle, seconded by Bryant, regarding **Proclamation: Public Auxiliary Retirees**, that the City Council voice no objection to the Mayoral Proclamations recognizing Mirvan Hayes, John Nelson, and Robert Estabrook for their years of service to the City of Grosse Pointe Woods.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

The Mayor then presented the Proclamations to three retired Auxiliary Officers.

Motion by Bryant, seconded by Sucher, that the following minutes be approved as submitted:

1. City Council Minutes dated April 4, 2011;
2. Committee-of-the-Whole minutes dated April 4, 2011, and April 11, 2011.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Granger, seconded by McConaghy, regarding **Coffee Tumblers**, that the City Council concur with the recommendation of the Beautification Advisory Commission at their meeting on March 9, 2011, and approve an amount not to exceed \$680.00 to

purchase mugs at a cost of \$3.70 each, cover the set-up charge of \$75, and shipping, funds to be taken from BAC Account No. 205-870-675.310.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Granger, seconded by Bryant, regarding **purchase: artwork and tiles**, that the City Council concur with the recommendation of the Beautification Advisory Commission at their meeting on April 13, 2011, and approve the purchase of artwork and 100 - 2011 Circle of Honor tiles in an amount not to exceed \$1,200.00, funds to be taken from BAC Account No. 205-870-675.310.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Granger, seconded by McConaghy, regarding **Ice Cream Social**, that the City Council concur with the Senior Citizens Commission at their meeting on January 18, 2011, and approve the May 12, 2011, Ice Cream Social in an amount not to exceed \$400.00, to be taken from Account No. 101-105-880.600.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by McConaghy, seconded by Bryant, regarding **Application for Parade Procession: Assumption Greek Orthodox Church, Crop Walk**, that the City Council approve the request to hold Crop Walk as requested by Assumption Greek Orthodox Church on behalf of Church World Service on Sunday, May 1, 2011, contingent upon providing appropriate insurance, that there be no conflicts with other events, and approved of the Director of Public Safety.

Motion by McConaghy, seconded by Bryant, to amend the previous motion by adding, “. . . and that the City Attorney review and approve the insurance.”

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Richard Trute spoke in favor of an **amendment to Section 50-372(2)(h)**.

Motion by Sucher, seconded by Granger, regarding amending the retail ordinance restricting resale, particularly Sec. 50-372(2)(h), that the City Council refer this item to the Planning Commission for a recommendation back to the City Council.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by McConaghy, seconded by Bryant, regarding **Application for Parade Procession: Grosse Pointe Woods/Shores Little League**, that the City Council approve the request to hold the annual Little League Parade on Sunday, May 1, 2011, from 12:45-2 p.m., contingent upon City Attorney review and approval of appropriate insurance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Bryant, seconded by Granger, regarding **Conference: Michigan Association of Municipal Clerks**, that the City Council authorize the City Clerk to attend the Michigan Association of Municipal Clerk’s annual conference to be held in Bellaire, MI, from June 21, through June 24, 2011, in an amount not to exceed \$1,400.00, and to reimburse for

expenses incurred upon presentation and verification by the Finance Committee of an itemized expense report.

Motion carried by the following vote:

Yes: Bryant, Granger, McConaghy, Novitke, Sucher
No: Howle
Absent: Ketels

Motion by Sucher, seconded by Howle, regarding **Monthly Financial Report – March 2011**, that the City Council refer this item to the Finance Committee for review.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Sucher, seconded by Granger, regarding **Municipal Court Staffing – Deputy Court Clerk**, that the City Council fill this position upon the retirement of the current Deputy Court Clerk.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Howle, seconded by Sucher, regarding **Proclamations (3)**, that the City Council voice no objection to the following Mayoral Proclamations:

1. **Arbor Day;**
2. **National Public Works Week;**
3. **National Military Appreciation Month.**

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Granger, seconded by Bryant, regarding **An Ordinance Amending Chapter Two, Administration, Article IV, Employee Benefits, Section 2-294(b)(2) Membership T Provide That Membership In the Retirement System Shall Not Include Any Person Employed In A Position Requiring Less Than 1,350 Hours**, that the City Council approve this ordinance as presented and make it effective 20 days after its enactment.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Bryant, seconded by Granger, regarding **An ordinance To Amend Chapter 32, Signs, By Repealing That Portion of Section 32-3 Defining Neon and Neon Type Signs; By Repealing 33-10(b)11, and By Repealing Section 32-35 Grandfathering**, that the City Council approve this proposed ordinance as presented and make it effective 20 days after its enactment.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Howle, seconded by Granger, regarding **Labor Attorney**, that City Council approve the following statement dated April 1, 2011:

1. Keller Thoma Invoice #93791 - \$2,722.50.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Hearing no objections, the following items were heard under New Business:

Motion by Howle, seconded by Granger, regarding Historical Commission expenditures, that the City Council concur with the recommendation of the Historical Commission from their meeting on April 14, 2011, and approve payment of the following items:

- a. Boy Scout Shutter Project expenses: An amount not to exceed \$110.00 payable to Deborah Pingree, funds to be taken from Account No. 205-870-820.210;
- b. Memorial Day Circle of Honor Costs, funds to be taken from Account No. 101-105-880.300, including:
 - i. Band – Ralph Miller and The Gentlemen of Swing in an amount not to exceed \$600.00;
 - ii. Chair rental in an amount not to exceed \$550;
 - iii. Wreath in an amount not to exceed \$35.00;
 - iv. 4 flags in an amount not to exceed \$334.12.
- c. Michigan One-Room Schoolhouse Association Membership in an amount not to exceed \$25.000 to paid from Account No. 101-105-880.300.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Granger, seconded by Bryant, to adjourn tonight's meeting at 8:39 p.m.
PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, APRIL 18, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger, Howle, McConaghy, Sucher

ABSENT: Ketels

ALSO PRESENT: City Administrator Fincham
City Attorney Don Berschback
City Clerk Hathaway
Irby

Also in attendance was Tom Nowinski, Clark Hill

Mayor Novitke called the meeting to order at 7:02 p.m.

Motion by Granger, seconded by Bryant, that all items on tonight's agenda be received, placed on file, taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by Bryant, seconded by McConaghy, to excuse Council Member Ketels from tonight's meeting.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher
No: None
Absent: Ketels

Motion by McConaghy, seconded by Granger, that the Committee recess the regularly scheduled Committee-of-the-Whole meeting at 7:02 p.m. and convene in Closed Executive Session for the purpose of discussing a legal opinion at which time the Committee may or may not reconvene in regular session to address additional items as necessary, in accordance with the Open Meetings Act 1976 PA 267.

Motion carried by the following ROLL CALL vote:

Howle	Yes
Ketels	Absent
McConaghy	Yes
Novitke	Yes
Sucher	Yes
Bryant	Yes
Granger	Yes

The Committee-of-the-Whole reconvened in regular session at 7:32 p.m.

The City Administrator discussed the retirement of the **Deputy Court Clerk**, and stated this is a key position and needs to be replaced, which is proposed at a reduced salary of \$44,480, and requested permission to proceed with filling that position.

Motion by Bryant, seconded by McConaghy, that the Committee-of-the-Whole recommend that City Council fill the upcoming Deputy Court Clerk vacancy caused by the retirement of Christine (Tina) Golski.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher

No: None

Absent: Ketels

Motion by Bryant, seconded by Granger, that the previous motion be immediately certified.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, McConaghy, Novitke, Sucher

No: None

Absent: Ketels

Motion by Sucher, seconded by Howle, that the meeting of the Committee-of-the-Whole be adjourned at 7:37 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

MINUTES OF THE MEETING OF THE COMMITTEE-OF-THE-WHOLE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 28, 2011, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Mayor Novitke
Council Members Bryant, Granger (via telephone), Howle, Ketels,
McConaghy, Sucher

ABSENT: None

ALSO PRESENT: City Administrator Fincham
Treasurer/Comptroller Irby
City Clerk Hathaway
Director of Public Safety Pazuchowski
Director of Public Works Ahee

Mayor Novitke called the meeting to order at 7:33 p.m.

Motion by Ketels, seconded by Bryant, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher

No: None

Absent: None

The Committee discussed **Governor Snyder's Proposal and its impact on State Revenue Sharing Funds**. Treasurer/Comptroller Irby explained she went to Lansing on Friday where the Governor's Proposal was discussed. Currently, there is no legislation making it law. She explained that because there is no plan for disbursement of State Statutory Revenue Sharing, she did not include it as revenue (\$250,000) when preparing the proposed FY 2011/12 Budget.

The Chair stated that in accordance with the Governor's Proposal, the City has been providing cooperative services for many years, should not be faulted for not being proactive, and suggested including half (\$125,000) of the Statutory Revenue Sharing when preparing the proposed budget. The Treasurer/Comptroller projected an 8% increase in healthcare costs.

The City Administrator stated examples of proactive and good faith efforts include having a combined police and fire, or Public Safety Department, since 1950; a consolidated mutual aid program since 1956; consolidated response team, and negotiate a combined dispatch. He is preparing a letter to the Governor identifying compliance with the three criteria identified in the Governor's proposal in order to qualify to continue receiving State Statutory Revenue funds. He further stated that administration, with an invitation to Council, would be attending a SEMCOG Webinar to educate administration on addressing the Governor's issues. The Chair added that the City is well ahead of the

curve with the Ad Hoc Public Safety Committee, the website, the Department of Public Works attempting to provide cooperative public service, cooperative Building Inspections, proposed cooperative Information Technology, union contract negotiations, and that this proactive approach should account for some revenue sharing funding.

Discussion then ensued regarding the **2010 Census Impact**. The Chair and Treasurer/Comptroller stated that based on results of the census, specific to Grosse Pointe Woods, the only two budget items that could be impacted were P. A. 51 Funds for Major/Local Streets and State Revenue Sharing Funds (Statutory), which is based upon population in increments of 10,000. However, the 11.2% reduction in population for Wayne County may have an effect on Grosse Pointe Woods, such as Community Development Block Grant funding.

The Treasurer/Comptroller then discussed the City's **Millage Rate**. She stated the City has somewhere between .5 - .75 mills available before reaching the Headlee cap, and that .5 mills will realize \$300,000. She asked the Council whether they wanted to consider adding the .5 mills to the tax roll, which will be at a cost to the taxpayers of approximately \$18-100, depending, and stated that out of 18 districts other than two, everyone would realize a decrease in taxes compared to the proposed taxable values for 2011 versus this year. (Recording Secretary's Note: Chart of Net Changes for Districts 4A and 4B identify \$25.79 and \$7.06, respectively.) Council Member Ketels requested a list of all the action the City has taken in the past five years to reduce costs.

The Chair stated that staffing went from 103 full-time employees to 91 and also reduced part-time staff, yet the City is still providing the same services, resulting in additional funding for health care and pension. The Mayor stated there is a need to look at the millage rate. Anticipated decline in revenue was originally 6% but is actually 11-12%, and anticipated to decline more next year. The forecasting positives: Children's home property will generate revenue from inspection fees and taxes, as well as University Liggett construction. Personal property tax in the amount of \$277,000 was not included as a revenue source in the proposed budget and will need to be added backed in together with \$125,000, half of State Revenue Sharing (Statutory), for a total of \$402,000 to be added back into budgeted revenues.

The Chair declared a recess at 8:12 p.m., and reconvened at 8:24 p.m.

The City Administrator and the Treasurer/Comptroller provided an overview regarding the **2011/12 Budget Outlook**. Action already taken to reduce the budget included eliminating Capital Equipment, drastically reducing construction, reducing staffing levels, adding \$125,000 representing half of Statutory Revenue Sharing and \$277,000 for Personal Property Tax. However a \$480,000 shortfall remains and it does include a .5 mill increase. The Chair explained that even with tax revenue declining over the past three years, at a minimum, the non-restricted fund balance still increased from June 30, 2009, to June 30, 2010. The Treasurer/Comptroller provided an overview of the Fund Balance Summary dated March 21, 2011. She further stated that staff reductions would

include layoffs or retirements of four employees, and that essential services would not be affected. The General Fund budget has been reduced by 3%. The Treasurer/Comptroller was directed to provide rough numbers on the budget.

The Chair stated that it is within the province of administration to implement layoffs. Council needs to determine whether to raise the millage, if so how much, and to incorporate it before the new fiscal year due to financial advantages; and, to incorporate cost savings from retirement/lay-offs into the budget as recommended by administration. The Treasurer/Comptroller stated the current 12.5 Mills equates to \$11.8 Million in expenses, which includes four full-time layoffs but does not include a .5 Mill increase. The City Administrator stated that retiring or laying off four positions was looked at, that the City would still be able to provide essential services, and that doing so would assist to reach the targeted numbers (deficit.)

The Treasurer/Comptroller explained that the proposed budget has a Total Non-Restricted June 30, 2012, Balance of \$4,044,000, and with \$11.8 in expenses (including four layoffs, not including a .5 mill increase), an \$840,000 short fall remains. If she were to add \$382,000 (\$125,000 for Revenue Sharing and \$257,000 for Personal Property), and including four full-time layoffs (approximately \$300,000), the shortfall is reduced to \$458,000 to maintain a fund balance of \$4,044,867.

The Chair stated that based on the previous 5-year construction plan, \$20 Million would have been spent, but the City has only spent \$7 Million on construction in order to reduce costs.

There was a consensus of the Committee that there be no opposition to administration implementing layoffs, and to building \$125,000 back into the budget for State Revenue Sharing and \$257,000 for Personal Property Tax Revenue, knowing that fund balance may have to capture remaining short falls.

Lastly, regarding raising the millage .5 mills, there was a majority consensus to raise the millage. Assessing numbers are to be provided to Administration in mid April that will determine what percentage, between .5 - .75 mills, is available. The Treasurer/Comptroller will figure .5 mills (\$350,000) into the proposed budget, and if additional mills become available they will be calculated in at a later date.

Next, the **fiscal forecast** was discussed. The Treasurer/Comptroller stated the Grosse Gratiot Drain Board meets later in the year, and depending upon operations and maintenance costs, there may be a need to increase the millage, which is not subject to Headlee, to be placed on the winter tax bill.

She further stated that there is a projected 5% loss in taxable value equaling a \$560,000 loss in taxes for 2012/13, and the current \$500,000 in restricted funds will be exhausted. An option may have to be looking at reducing costs in miscellaneous funds.

Motion by Bryant, seconded by Ketels, that Council Member Granger be excused from the remainder of tonight's meeting at 9:49 p.m.

Motion carried by the following vote:

Yes: Bryant, Granger, Howle, Ketels, McConaghy, Novitke, Sucher
No: None
Absent: None

Hearing no objections, the following items were discussed under New Business:

1. A SEMCOG University webinar outlining the Governor's Proposal is being held in the Conference Room tomorrow morning at 10:30 a.m., and Council and Administration are invited to attend.
2. The City Administrator discussed cost containment relating to a recent equipment analysis, which compared purchasing against leasing of printers/copiers. The Information Technology Manager is recommending leasing of equipment to achieve an approximate \$6,000 per year cost savings, and the City Administrator asked for Council concurrence to authorize administration to move forward with this concept. There was concurrence of the Committee to refer this item to the City Council with a recommendation from Information Technology.
3. The Director of Public Works discussed the sound stage rental rates. The Director stated the stage is rented approximately 9 times per year, has a life span of approximately 20 years, and that he would provide the cost charged against the Fireworks Fund to purchase the stage. The rental rates of surrounding communities vary from \$500-900 per day, and some charge an additional mileage fee. Our current rental rate is \$400 per day, plus a set-up fee of \$400 per day. The Director is recommending a rental rate increase to \$600 and to retain the set-up fee of \$400 per day. There was a consensus to increase the fee to \$600, and that this item be placed on the Council agenda for a revision to the fee schedule.
4. The Director of Public Works discussed comparables for rubbish bag costs for the surrounding area, and recommended an increase from \$.18 to \$.20 per bag. There was a consensus of Committee to increase the fee, and that this item be placed on the Council agenda for a revision to the fee schedule

Motion by Ketels seconded by Bryant, that the meeting of the Committee-of-the-Whole be adjourned at 9:58 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway
City Clerk

GROSSE POINTE WOODS HISTORICAL COMMISSION

MINUTES

March 10, 2011

Conference Room

20025 Mack, Grosse Pointe Woods, MI 48236

I. Call to Order

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order by Chairman Del Harkenrider at 7:35 p.m.

II. Roll Call

Present: Del Harkenrider, Zach Carr, Suzanne Kent, John Parthum, Joseph Mason, Mary Kaye Ferry, Gordon Michaelson, Shirley Hartert, and Eric Lindquist

Excused: Colleen D'Agostino, and Council Representative (Lisa Pinkos Howle)

Absent: Sean Murphy

Guest: George McMullen Jr.

III. Approval of Minutes

February Minutes corrections:

4. C.1 is corrected as follows: The Fox Creek Questers presented a \$2415.00 check to the Commission at the February 7, 2011 City Council Meeting. Money is to be used for hardware for the Cook School shutters. The shutters will be order and should arrive in 6-8 weeks. We hope that they will be hung by the DPW before the May 14, 2011.

5.D. is corrected as follows: Vacancy: Shirley M. Hartert

Joseph Mason moved that the minutes of the February 10, 2011 meeting be approved as corrected. Zachary Carr seconded. Ayes: all. Motion carried.

IV. Items

- a. Report of Treasurer:** No report. Account balance budget is \$2,100 with no monies spent to date.
- b. Lake Front Park (Chronology):** No report.
- c. Cook School**
 - i. Shutters:** John Parthum reported that the shutter hardware has arrived. Current plan is to have them installed before May 14, 2011. Decision remains about using two or three hinges. About \$840 left to purchase third set if necessary.
 - ii. Flooring:** Mary Kaye Ferry and John Parthum met with Joe Ahee. Plan is to remove cork flooring after March 17, 2011 and then obtain quotes for the flooring.

- iii. **Donations:** Shirley Hartert provided Mary Kaye Ferry with contact information for Daughters of the American Revolution (Louisa St. Clair Chapter). Mary Kaye Ferry will draft a letter regarding funding request for Del Harkenrider to review.
 - iv. **Donor Recognition:** John Parthum distributed sample for Donor recognition. This will need to go through the City for approval. We are looking at designing a monetary donation form.
 - v. **Other:** Del Harkenrider reported that a letter was sent to Mr. Mark Fosse. No response to letter has been received yet.
- d. **Antique Show**
 - i. Del Harkenrider is chair of the 2011 Antique Show. Assignments to be designated at upcoming meeting.
 - e. **Memorial Day**
 - i. Commission discussed assignments for holiday observation at the Grosse Pointe Woods Circle of Honor. Mary Kaye Ferry will draft a letter inviting the DAR to participate in Memorial Day.

V. Old Business

- a. Del Harkenrider distributed an updated roster.

VI. New Business - None

VII. Adjournment

There being no other reports of business, the meeting adjourned at 8:47 p.m.

The next meeting of the Grosse Pointe Woods Historical Commission will be held on April 14, 2011 at 7:30 p.m. in the Conference Room.

Respectfully submitted,

Zachary Carr
Secretary

PLANNING COMMISSION
03/22/11 – 008

MINUTES OF THE PLANNING COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON TUESDAY, MARCH 22, 2011, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:36 p.m. by Chair Vaughn.

Roll Call: Chair Vaughn
Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vitale

Absent: None

Also Present: Building Official Tutag
City Attorney C. Berschback
Recording Secretary Babij Ryska

Also in attendance: Council Member Ketels, Planning Commission Representative
Council Member Sucher

The Commission, Administration, and audience Pledged Allegiance to the Flag.

Motion by Evola, seconded by Richardson, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale
NO: None
ABSENT: None

Chair Vaughn welcomed Council Member Ketels, as Planning Commission Representative, and Council Member Sucher for being in attendance at tonight's meeting.

Motion by Dickinson, seconded by Vitale, regarding **Approval of Minutes**, that the Planning Commission Meeting Workshop minutes dated February 22, 2011 be approved.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale
NO: None
ABSENT: None

PLANNING COMMISSION
03/22/11 – 009

Motion by Evola, seconded by Fuller, regarding **Approval of Minutes**, that the Planning Commission Meeting minutes dated February 22, 2011 be approved, subject to the correction of the Maker and Supporter of the motion on the bottom of page one.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale
NO: None
ABSENT: None

The next item on the agenda was **Request to Postpone Public Hearing Regarding the Continuing Care Retirement Community (CCRC), The Rivers of Grosse Pointe, 900 Cook Road**. Building Official Tutag explained that the developers are requesting a postponement of the public hearing in order to consider revisions to the design of the cottage component of the project. He recommended the public hearing be postponed to April 26, 2011.

Motion by Vitale, seconded by Hamborsky, regarding the Request to **Postpone Public Hearing Regarding the Continuing Care Retirement Community (CCRC), The Rivers of Grosse Pointe, 900 Cook Road**, that the Planning Commission reschedule the Public Hearing to **April 26, 2011**.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale
NO: None
ABSENT: None

The next item on the agenda was regarding **Discussion: Grosse Pointe Woods Master Plan**. According to MCL 125.329(2) requires that communities review their master plan every five (5) years to determine amendment needs. Building Official Tutag informed the Commission that this review process does not preclude them from amending the master plan at a later date and did not recommend any changes. Discussion ensued among Commission Members regarding the master plan.

Motion by Vitale, seconded by Evola, regarding the **Grosse Pointe Woods Master Plan**, that the Commission has conducted the official review of the master plan in accordance with MCL 125.329(2) and approves it without changes.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale
NO: None
ABSENT: None

Consensus of the Commission called for a Workshop meeting on May 24, 2011 to further discuss the master plan.

PLANNING COMMISSION
03/22/11 – 010

The next item on the agenda was the **Building Official's Monthly Report**. Mr. Tutag reported the following:

- The department was busy last month working on The Rivers project.
- Council approved the landscape abatement contract.
- Wellspring Dental was issued a temporary Certificate of Occupancy with the understanding that the outdoor work will be completed when weather permits.
- A few new businesses are opening on Mack Ave.; Celtic Wealth Management, Bow Wow Bake Shop, and Galeria Mariposa.
- Permit activity has increased.
- In accordance with the foreclosure ordinance about two properties are registering per week.

Commission Member Evola gave the **February 28, 2011 Council Report**:

- Melanie Babij Ryska was appointed Deputy City Clerk.
- Council Member Ketels was appointed as Planning Commission Representative as well as to the Construction and Public Relations Committees.
- Council Member Bryant was appointed to the 2011 Community Development Block Grant Advisory Council.
- Council repealed all instances of neon from the sign ordinance; the repeal became effective March 10, 2011.
- Council forwarded the 2010 Planning Commission Annual Report to the Committee-of-the-Whole.

Commission Member Fuller gave the **March 21, 2011 Council Report**:

- For administrative reasons, Council once again repealed all instances of Neon from the sign ordinance.

Commission Member Gilezan will attend the April Council meetings.

The following **Subcommittee Reports** were provided:

- **2020 Plan** – Commission Member Hamborsky stated that the sub-committee will be scheduling a Saturday meeting in the next few weeks.
- **Business & Development** – Commission Member Nederhood stated that the sub-committee will be meeting with the Chamber of Commerce on Thursday, March 24, 2011.

Under **New Business**, the Commission addressed the possible need to review the sign ordinance in light of the recent changes. Discussion ensued regarding the proper procedure to review the ordinance.

PLANNING COMMISSION
03/22/11 – 011

Motion by Vaughn, seconded by Evola, that the Planning Commission establish a sub-committee consisting of Commission Members Evola, Fuller, and Chair Vaughn to determine a procedure for reviewing the sign ordinance; conclusions of the sub-committee will be discussed at a Special Planning Commission meeting.

MOTION CARRIED by the following vote:

YES: Dickinson, Evola, Fuller, Gilezan, Hamborsky, Nederhood, Richardson, Vaughn, Vitale

NO: None

ABSENT: None

Motion by Evola, seconded by Gilezan, to adjourn the Planning Commission meeting at 9:03 p.m.
Passed unanimously.



8A

CITY OF GROSSE POINTE WOODS
MEMORANDUM

RECEIVED

APR 27 2011

CITY OF GROSSE PTE. WOODS

Date: April 27, 2011

To: Mayor and City Council

From: Dee Ann Irby, Treasurer/Comptroller

Subject: Unpaid Invoices

Attached is a list of unpaid invoices for services rendered by the City to our residents.

Grass Cutting/Property Maintenance	\$4,098.00
Cross Connection	\$1,125.00
Water Line Repair	<u>\$1,090.24</u>
Total Unpaid Invoices	\$6,313.24

We have made several attempts to collect the fees, but have been unsuccessful. I am requesting the approval of City Council to transfer the unpaid invoices to the real property tax bills in July 2011.

If you have any questions, feel free to call me.

4/19/11
RECEIVED

APR 26 2011

CITY OF GROSSE PT. WOODS

GROSSE POINTE WOODS OUTSTANDING INVOICES			AMOUNT DUE		
STREET	NUMBER	INVOICE #	GRASS CUTTING	CROSS CONNECTION	WATER LINE REPAIR
ALLARD	1897	W290	\$88.00		
ALLARD	1897	W302	\$88.00		
ANITA	1992	W241	\$28.00		
BEAUFIT	1878	W275	\$50.00		
BEAUFIT	1878	W299	\$50.00		
BRYE	1748	W260	\$28.00		
BRYE	1748	W228	\$28.00		
BRYE	2051	W239	\$28.00		
BRYE	2051	W263	\$50.00		
BRYE	2051	W273	\$50.00		
FAIRHOLME	1675	83		\$125.00	
HAMPTON	1981	W212	\$33.00		
HAMPTON	1981	W237	\$33.00		
HAMPTON	1981	W269	\$87.00		
HAMPTON	2153	W297	\$31.00		
HAWTHORNE	1298	W227	\$157.50		
HOLIDAY	19950	W295	\$60.00		
HOLLYWOOD	2133	W200	\$50.00		
HUNT CLUB	1977	W222	\$30.00		
HUNT CLUB	1977	W254	\$30.00		
HUNT CLUB	1977	W291	\$290.00		
HUNTINGTON	1991	W280	\$160.00		
LANCASTER	2127	W242	\$28.00		
LANCASTER	2127	W271	\$82.00		
LOCHMOOR	1606	W276	\$50.00		
MACK	19419	57		\$125.00	
MACK	19435	58		\$125.00	
MACK	19471	84		\$125.00	
MACK	19483	80		\$125.00	
MACK	19700	26		\$125.00	
MACK	19700	75		\$125.00	
MACK	19707	W279	\$230.00		
MACK	19727	66		\$125.00	
MACK	20160-76	73		\$125.00	
MACK	20187	W283	\$28.00		
MARTER	20800	W264	\$75.00		
MARTER	20800	W210	\$55.50		

MARTER	20800	W281	\$55.50		
MARTER	20800	W230	\$55.50		
MARTER	20800	W303	\$55.50		
MARTER	20810	W282	\$110.00		
NEWCASTLE	1589	W220	\$30.00		
NEWCASTLE	1589	W234	\$103.00		
NEWCASTLE	1589	W256	\$103.00		
NEWCASTLE	1589	W274	\$28.00		
NEWCASTLE	1589	W301	\$28.00		
RENAUD N	1583	W293	\$310.00		
RIDGEMONT	2044	W278	\$30.00		
RIDGEMONT	2016	6-Nov			\$1,090.24
RIDGEMONT	2086	W202	\$100.00		
RIDGEMONT	2086	W229	\$55.00		
RIDGEMONT	2086	W292	\$55.50		
RIDGEMONT	2086	W252	\$101.00		
RIDGEMONT	2086	W272	\$101.00		
RIDGEMONT	2086	W296	\$70.00		
ROSEDALE N	618	W277	\$33.00		
STANHOPE	2205	W214	\$30.00		
STANHOPE	2205	W246	\$33.50		
STANHOPE	2205	W268	\$30.00		
STANHOPE	2205	W298	\$45.00		
TORREY	1424	W207	\$55.50		
TORREY	1424	W225	\$78.00		
TORREY	1424	W253	\$78.00		
TORREY	1424	W294	\$74.00		
TORREY	1424	W270	\$132.00		
VAN ANTWERP	1914	W231	\$30.00		
VAN ANTWERP	1914	W261	\$30.00		
VAN ANTWERP	1914	W286	\$30.00		
VERNIER	1192	W300	\$30.00		
TOTAL			\$4,098.00	\$1,125.00	\$1,090.24
			GRASS CUTTING	CROSS CONNECTION	WATER LINE REPAIR

TOTAL INVOICES	\$6,313.24
-----------------------	-------------------

City of Grosse Pointe Woods
Notice of Public Hearing
 On The Proposed 2011-12 General Budget
 And
 The Various Other Fund Budgets

NOTICE IS HEREBY GIVEN, that the Mayor and City Council of the City of Grosse Pointe Woods will be meeting on May 16, 2011 at 7:30 p.m. in the Council Chambers of the Municipal Building, 20025 Mack Plaza, for the purpose of conducting a public hearing on the proposed 2011-12 General Fund Budget as well as the various other Fund Budget of the said City.

The subject of this hearing is the property tax millage rate of 13.0012 proposed to be levied on July 1, 2011 to support the proposed General Fund Budget. If adopted, the proposed millage will generate \$9,420,046 in operating revenue from ad valorem property taxes for all funds, which is a \$886,938 or 9.42% decrease compared to the 2010-11 total tax collection of \$10,306,984. It is anticipated that the winter millage levied for Milk River Drainage tax will be 4.225 mills.

Purpose of Millage	Millage Rate	Revenue Generated
General Operating	12.0060	\$7,421,214
Public Safety Pension	0.9362	\$578,689
Act 359 - Public Relations	0.0590	\$36,469
Total General Fund Levies	13.0012	\$8,036,372
EMS	0.3578	\$221,165
Solid Waste	1.8807	\$1,162,508
Total Voted Millage/Debt	2.2385	\$1,383,673
TOTAL SUMMER MILLAGE	15.2397	\$9,420,046

The City Council expects to take action on the proposed millage rates as well as taking action to approve the aforementioned budgets at the Council meeting immediately following the public hearing. The taxing unit publishing this notice, identified above, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

GENERAL FUND

General Government	\$2,589,357	
Public Safety	\$5,261,089	
Public Works	\$1,905,177	
Parks & Recreation	\$1,741,364	
MIS	\$ 332,269	
Total General Fund		\$11,829,256

SPECIAL REVENUE

Major Street	\$1,009,056	
Local Street	\$886,849	
Ambulance	\$505,219	
Act 302 Training	\$8,000	
Solid Waste	\$1,384,206	
CDBG	\$20,500	
911 Service Fund	\$92,605	
Total Special Revenue		\$3,906,435

DEBT SERVICE FUND

Grosse Gratiot Drain (Milk River)	\$2,600,042	
Total Debt Funds		\$2,600,042

CAPITAL PROJECTS FUND

Municipal Improvement	\$117,525	
Total Capital Projects Fund		\$117,525

ENTERPRISE FUNDS

Parking Fund	\$287,146	
Water / Sewer	\$9,550,000	
Boat Dock Fund	\$144,125	
Commodity Sales Fund	\$54,400	
		\$10,035,671

INTERNAL SERVICE FUNDS

Workmen's Compensation	\$132,196	
Motor Vehicle Fund	\$879,979	
Total Internal Service Funds		\$1,012,175
GRAND TOTAL ALL FUNDS		\$29,501,104

A copy of the proposed budget will be available for inspection during regular business hours at the office of the City Administrator. Public comments, oral and/or written, will be welcome at the public hearing on the aforesaid proposed General Fund Budget and the various other Fund Budgets.

Al Fincham
City Administrator

G.P.N. 5/5/11

9A

MEMO 11 - 24

TO: Alfred Fincham, City Administrator *AF*

FROM: Joseph J Ahee, Jr., Director of Public Works *JA*

DATE: April 15, 2011

SUBJECT: DWRF Automated Water Meter Reading System – Contract Modification
AEW Project No. 160-338-M

In regard to the Automated Water Meter Reading System change-out we have identified eight 3" water meters and one 4" water meter in the system that cannot be retrofitted with the new read system components. These water meters will not accept the new encoder therefore these meters will need to be replaced.

The cost to purchase eight 3" meters is (8 @\$1,249.71 = \$9,997.68) and one 4" meter is \$2,083.62 for a total of \$12,081.30. A contract modification to purchase these meters as part of this project has been sent to the State for their approval. With council approval we will proceed and order the additional meters to be installed by the Department of Public Works.

Therefore, I recommend approval of a contract modification to purchase the additional nine meters from Badger Meter, Inc., 4545 W. Brown Deer Road, Milwaukee, Wisconsin 53223 in an amount not to exceed \$12,081.30 from the project contingency fund account 592-537-977.320. This is a budgeted item included in the 2010/11 budget with unexpended funds in the amount of \$72,000.00.

If you have any questions concerning this matter please contact me.

Attachment

c.c. Dee Ann Irby
Engineering File
O/F

dm

☒ Budgeted FY: 2011 Acct. Name/No. DWRF CONTINGENCY \$ _____
☐ Not budgeted, transfer required:

From Acct. No. _____ to Account No. _____

RECOMMENDED FOR APPROVAL AS SUBMITTED:

Q. Fincham
City Administrator

4-18-11 *JA* 4-26-11
Treasurer/Comptroller Date Date

☐ Approved for Council Agenda.

Council Approval Required

City Administrator Date

98

MEMO 11 - 23

TO: Alfred Fincham, City Administrator *AF*
FROM: Joseph J Ahee, Director of Public Works *JA*
DATE: April 12, 2011
SUBJECT: Vehicle Maintenance Account -- Requested Budget Amendment

Due to the unanticipated and rapid increase in the price of fuel and the increasing cost of vehicle and equipment repairs resulting from the age of the city fleet, we are expecting a shortfall in the Vehicle Maintenance general ledger account 640-851-939.000 for the fiscal year ending June 30, 2011. Fuel expenses have increased significantly and now average approximately 52% more per month. Since July 2010, the per gallon price for diesel fuel has increased from \$2.17 to \$3.44 (59%) and unleaded fuel has increased from \$2.31 to \$3.32 (44%).

As of the date of this memo the balance remaining in the vehicle maintenance general ledger account is \$64,609.00. We anticipate three to four more fuel purchases by June 30, 2011. At current prices four deliveries would come close to exceeding the remaining balance in the account. This would result in no money for vehicle repairs and maintenance over the next three months.

After reviewing the current budget, I request that funds included in the 2010/2011 fiscal year budget be transferred from the following accounts into the motor vehicle maintenance general ledger account 640-851-939.000:

101-172-958.000	\$ 8,500.00 (Administration - Membership & Travel)
101-299-818.000	\$10,000.00 (Finance - Contractual Services)
101-305-958.000	\$ 1,000.00 (Public Safety - Membership & Travel)
101-595-960.000	\$ 1,350.00 (Public Works - Education)
101-774-757.102	\$ 6,000.00 (Parks & Rec - Operating Supplies, Grounds)
202-478-818.000	\$ 5,000.00 (Major Streets - Winter Maintenance Contractual Services)
401-903-977.109	\$ <u>2,650.00</u> (Municipal Improvements - LFP Vehicle Bridge)
Total	\$34,500.00

In order to have sufficient funds to cover anticipated vehicle repairs and maintenance as well as fuel purchases through June 30, 2011, I also request approval for the transfer of \$20,000.00 from the general fund fund balance into the motor vehicle maintenance general ledger account 640-851-939.000.

If you have any questions concerning this matter please contact me.

c.c. Dee Ann Irby
O/F

☐ Budgeted FY: 2011 - Acct. Name/No. _____ \$ _____
☒ Not budgeted, transfer required:
From Acct. No. see above to Account No. see above

RECOMMENDED FOR APPROVAL AS SUBMITTED:

AF

City Administrator

DA Irby

Treasurer/Comptroller

4-26-11

Date

Date _____
☐ Approved for Council Agenda.

Council Approval Required

City Administrator

Date

9C

DON R. BERSCHBACK
ATTORNEY AND COUNSELOR AT LAW
24053 JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
E-MAIL donberschback@yahoo.com

OF COUNSEL
CHARLES T. BERSCHBACK *
* ALSO ADMITTED IN FLORIDA

April 28, 2011

Honorable Mayor and Council
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: Request for Authority
Lakefront Park Litigation


Dear Mayor and Council:

As had been previously detailed to you, the matters of the 2008, 2009 and 2010 taxable values for Lakefront Park are proceeding with the Michigan Tax Tribunal. While we are awaiting the eventual decision of the Michigan Tax Tribunal for fiscal years 2006 and 2007, these later years continue in litigation mode.

We are, of course, still attempting to resolve this matter with the City of St. Clair Shores in order to avoid protracted litigation. However, at this time, we are requesting that the City Council approve an expenditure not to exceed \$10,000.00 for our valuation experts. This testimony would be necessary if a trial were to ensue.

If any City Council member has any questions regarding the contents of this letter, I would suggest that they call my office prior to the regular Council meeting now scheduled for May 2, 2011.

Very truly yours,



DON R. BERSCHBACK

DRB:gmr

cc: Al Fincham
Charles T. Berschback
Thomas Nowinski

CLARK HILL

P.L.C.

ATTORNEYS AT LAW

500 Woodward Avenue
Suite 3500, Detroit, Michigan 48226-3435
Telephone (313) 965-8300
Fed.ID # 38-0425840

INVOICE

Invoice # 412295

City of Grosse Pointe Woods
Attn: Ms. Sheila Kenny
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

April 21, 2011
Client: 27446
Matter: 110689

=====

RE: Property Tax Appeal

FOR SERVICES RENDERED through March 31, 2011

Total Services:	\$456.00
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STATEMENT TOTAL	\$456.00
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TOTAL AMOUNT DUE	\$456.00
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PAYABLE UPON RECEIPT IN U.S. DOLLARS

RECEIVED
APR 26 2011
CITY OF GROSSE PTE. WOODS
10A

CLARK HILL P.L.C.

City of Grosse Pointe Woods
Property Tax Appeal
April 21, 2011
INVOICE # 412295
Page 2

DETAILED DESCRIPTION OF SERVICES

03/30/11 TSN	.80	Memorandum to and telephone conference with D. Berschback regarding proposal to place 2008-2010 case in abeyance rather than incur expense of appraisal; preparation of draft correspondence to opposing counsel.
03/31/11 TSN	.40	Finalization and transmittal of correspondence to opposing counsel regarding placing subsequent year case in abeyance.

\$456.00

TIMEKEEPER SUMMARY

TSN	Thomas S. Nowinski	1.20 hours at \$380.00 =	\$456.00
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108

DON R. BERSCHBACK
ATTORNEY AND COUNSELOR AT LAW
24053 JEFFERSON AVENUE
ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400
FAX (586) 777-0430
E-MAIL donberschback@yahoo.com

OF COUNSEL
CHARLES T. BERSCHBACK *
* ALSO ADMITTED IN FLORIDA

April 27, 2011

Skip Fincham, City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: April 2011 Billing/DRB

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
3/30/2011	Attendance at Municipal Court (3.75); meetings with City Officials (.50); warrant review (.25); LFP work (.50)	5.00
4/1/2011	FOIA (.25); LFP work (.25); work on COW matters (.25)	0.75
4/6/2011	Review of weekend packet, all letters and emails (1.00); attendance at Municipal Court (3.00); ordinance work and FOIA (.50)	4.50
4/7/2011	Meeting with SF (1.00); LFP work (1.00)	2.00
4/11/2011	Weekend packet review, TC, emails and letters (1.25); LFP work (.25); FOIA and ordinance work (.50); attendance at COW meeting (2.25)	4.25
4/12/2011	Follow up on COW matters and FOIA work (.75)	0.75
4/13/2011	Attendance at Municipal Court (1.50); meetings with SF, LKH, and DAI and follow up thereto (1.75); LFP work (.25)	3.50
4/14/2011	LFP work (1.25); work on Joint Court Operating Agreement (.75)	2.00
4/18/2011	Review of weekend packet and attention to all CC and COW matters including letters, TCs and Memos (3.50); FOIA work (.50); review of contractual issue and memo thereto (.50); attendance at COW and CC meetings (1.75); review of G. Wilson FOIA (.25)	6.50
4/19/2011	Follow up on CC and COW matters, Memos and TCs (1.00); LFP letter to CC (.25); work on miscellaneous City matters (.75)	2.00

DRB = 31.25 hours x \$155.00

BALANCE DUE:

\$4,843.75

Breakdown

General	23.0 hours
Municipal Court	8.25 hours
Bldg/Planning Comm.	0 hours

TC - Telephone

CTB - Charles T. Berschback

DRB - Don R. Berschback

DAI - DeeAnn Irby

GPCRDA - Grosse Pointe Clinton Refuse Disposal Authority

LKH - Lisa K. Hathaway

CC - City Council

PC - Planning Commission

C&E - Comp and Eval

GT - Gene Tutag

CEW - Conference of Eastern Wayne

SF - Skip Fincham

LFP - Lakefront Park

CHARLES T. BERSCHBACK

ATTORNEY AT LAW

24053 EAST JEFFERSON AVENUE

ST. CLAIR SHORES, MICHIGAN 48080-1530

(586) 777-0400

FAX (586) 777-0430

bibwlaw@yahoo.com

CHARLES T. BERSCHBACK

DON R. BERSCHBACK

OF COUNSEL

April 27, 2011

Alfred "Skip" Fincham
City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

RE: April 2011 Billing/ CTB Only

<u>DATE</u>	<u>DESCRIPTION OF SERVICES</u>	<u>TIME</u>
3.30.11	Calls on FOIA cases, gun return	0.25
3.31.11	TCs GT re. café ordinance, review of ordinance; review of CCRC files and neon file, finalized letters, TC LH; review of pending ordinance files, call with SF; letter terminating court collection services contract (1.00)	1.00
4.1.11	Review of TT Consent Judgment (AAHJ), letter to Tom C. (.25); TC Municipal Docket cases (.25)	0.50
4.4.11	Review of Council package (.50); TC GT, LH, SF, (.25); TCs on Municipal Court matters (.25); attendance at COW and Council meeting (1.50); review of Municipal Court docket (.50)	3.00
4.5.11	Amendment to Firework Contract re. insurance coverage; TC DAI and work on pension ordinance revision, emails (.75); meeting with SF (.25)	1.00
4.6.11	Municipal Court a.m. docket (3.75); calls re. FOIA case; Order dismissing case and research for new FOIA request (1.00)	4.75
4.7.11	Meeting with SF; letter to FOIA request, research (.50); review of warrants; new OWI arrest, calls on pending cases, formal hearing, TCs Det. Bureau (.75)	1.25
4.8.11	TCs re. Municipal Court matters and D.V. victims (.50); TCs and memos re. consignment shops (.50); cover letter and finalized employment benefit ordinance (.25)	1.25
4.11.11	Emails and calls on CMC, WOW, CRCC, FOIA (.50)	0.50
4.12.11	Draft of Order to Seize property on CMC case (.25)	0.25
4.13.11	Appearance in Municipal Court, review of warrant (4.00); follow up meetings with department heads; work on sign ordinance changes, FOIA case, TC with Tom Vaughn (.75); TC with GPF Police Chief re. FOIA case (.25)	5.00
4.14.11	TCs GT, Joe Ahee, SF, LH, Tom Vaughn (.50); review of pending tax files re. pending court dates (.50); TCs with GPF City Attorney on FOIA cases (.25)	1.25

4.22.11	Review of all emails, replies on tax case; HUD nuisance abatement; FOIA cases (.50); review of PC package and CCRC materials (.25)	0.75
4.25.11	Finalized 2008 T.T. case, and calls on LFP, (.25); TC GT re. CCRC, review of Brownsfield Act(.75) TCs re. Municipal Court docket (.25)	1.25
4.26.11	TCs GT, DAI, Municipal Court preparation for P.C. hearing (1.00); attendance at PC meeting re. CCRC (3.50)	4.50
4.27.11	Attendance in Municipal Court (3.50)	3.50

CTB = 30.00 hours at \$140.00 per hour

TOTAL DUE:

\$4,200.00

TC - Telephone	GT - Gene Tutag
CTB - Charles T. Berschback	LH - Lisa Hathaway
DRB - Don R. Berschback	Det. Bur. - Detective Bureau
SF - Skip Fincham	PC - Planning Commission
ST - Susan Tobin	TT - Tax Tribunal
DAI - DeeAnn Irby	Tom C - Thomas Colombo
SL-Scott Lockwood	

Breakdown

General	11.50 hours
Municipal Court	13.75 hours
Building/Planning Commission	3.75 hours
Tax Tribunal	1.00 hours